



## **City of Biggs**

### **Agenda Item Staff Report for the Regular City Council Meeting: February 28, 2011 6:00PM**

DATE: February 24, 2011

TO: Honorable Mayor and Members of the City Council

FROM: Pete Carr, City Administrator

SUBJECT: Introduction of Draft Policy for Use of Volunteers  
(Discussion)

City administrator will introduce the concept of a policy for acceptable use of unpaid labor in accomplishment of city tasks and objectives. Council may or may not wish to pursue establishment of this policy. Staff seeks direction.

City attorney, administrator and mayor have reviewed this draft policy together, consider it a work-in-progress.

Attachment: Draft 2 of City Volunteers Policy

# **CITY OF BIGGS POLICIES AND PROCEDURES MANUAL**

## **APPROPRIATE USE OF VOLUNTEERS**

**\* DRAFT 2\***

### **I. Purpose:**

To establish policies and procedures for the appropriate use of volunteer help in Biggs.

### **II. Policy:**

The City of Biggs welcomes and encourages volunteer help, especially that of local residents, where available and appropriate. The use of volunteers is intended to leverage the skills and interests of willing volunteers, reduce cost impacts on the city budget, and free up city employees to accomplish additional work – all while respecting labor agreements, city code, and JPA agreements including that of the city's risk management pool.

### **III. Application:**

The following guidelines apply:

1. Volunteer and other non-paid labor may be utilized from various sources including:
  - o Local citizens, individually or organized
  - o CalWorks, ExperienceWorks, and related county programs
  - o College and high school interns
  - o County jail work supervised release
  - o Juvenile court agreements
2. City administrator will recruit, accept, assign, and coordinate volunteer labor.
  - a. Direct supervision may be assigned to Public Works or other department heads.
  - b. Council will be informed of volunteer work engagements and assignments as to commencement, conclusion and significant accomplishments.
  - c. The administrator or a council member may be liaison to independently acting volunteer groups, as directed by the city council.
3. Volunteers may be utilized to assist or accomplish:
  - a. Service on boards, commissions, and committees as appointed by city council.
  - b. Planning and execution of community events and programs.
  - c. Improvement and maintenance of public facilities, streetscapes and parks.
  - d. Staffing augmentation for the library, fire department, police RSVP.
  - e. Telephone and office reception and customer service, typing and filing of non-confidential reports and documents, preparing mailings, simple office administrative chores not to include financial transactions.
  - f. Dispatch of public works and other support to address customer concerns.
  - g. Research and advice to staff on energy efficiency, economic development opportunities, and real estate transactions.

- h. Research into grant opportunities, draft writing of grant applications.
  - i. Research and data collection on non-confidential special projects.
  - j. Maintenance of city website, publication of city newsletter, physical updating of community information displays.
  - k. Collecting city historical information and memorabilia, coordinating with library and volunteer groups on historical displays.
4. Volunteers will not:
- a. Handle cash financial transactions.
  - b. View or have access to customer financial, credit or contact information.
  - c. View or have access to employee payroll deduction data, health-related information, DMV records, and disciplinary records.
  - d. Operate city motorized vehicles (except public safety under supervision of police or fire chiefs), heavy equipment, heavy tools.
  - e. Represent the city to vendors, contractors or other agencies except as expressly authorized by the city council to do so.
  - f. Be left alone at city hall without a city employee in the building.

**APPROVED BY CITY COUNCIL (DATE):** \_\_\_\_\_

**ATTEST:** \_\_\_\_\_  
**Roben Dewsnap, City Clerk**